



# ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

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November 15, 1993

## Administrative Notes to Split in Two in 1994

Responses to the question, "Should Administrative Notes be split in two?" (Administrative Notes, v. 14, #16, 7/31/93) were overwhelmingly and enthusiastically affirmative. Accordingly, the Library Programs Service plans to split Administrative Notes into two separate newsletters beginning in January 1994.

Many thanks to all those who took the time to respond, and especially to those who suggested titles for the new publication. LPS has decided to adopt the title proposed by Art Carpenter, Documents Librarian at Weber State University, Ogden, Utah, who wrote: "As for a name, I suggest you simply call it what it is: **Administrative Notes - Technical Supplement.**" Thank you, Art, for your down-to-earth suggestion.

The **Technical Supplement** will contain material such as the "Update to the List of Classes", "Whatever Happened to ...?", "Classification/Cataloging Update", etc. **Administrative Notes** itself will contain announcements of new policies and operational procedures, conference agendas, Readers Exchange articles, etc. Each newsletter will appear once a month, **Administrative Notes** on the 15th of the month and **Administrative Notes Technical Supplement** on the last day of the month.



## Special Fax Line Reserved for Inquiry Forms

LPS fax number (202) 512-1636 is designated to receive all Depository Library Inquiry Forms (GPO form 3794). To allow LPS staff to process your inquiries most efficiently, please use this number. (202) 512-1196 will no longer be used in LPS.

For a list of current LPS fax numbers, see page 21.

## **LPS Inaugurates New Item Surveys by Fax**

On the night of November 3, 1993, LPS began transmitting a new item number survey by fax for the first time. Survey 93-002 is for new item 0378-E-36 (Digital Chart of the World, CD-ROM, D 5.358:).

LPS is testing its facilities for performing large-scale surveys by fax. Fax numbers for depository libraries are batch-loaded into a PC with fax transmission capabilities and programmed to be sent at night. The LPS Automation Specialist is fine-tuning the process to determine the maximum number of transmissions that can be batched for greatest efficiency. For example, the batch size was reduced after the first night, to ensure that the machine will be free for incoming responses during the day. Transmission of the survey to all depositories that have notified LPS of their fax numbers is expected to take a week.

Libraries without fax numbers will receive the survey form via first class mail. Libraries will not receive the old-style survey package.

Depositories are asked to respond to the survey by December 10, 1993, preferably by fax to (202) 512-1625. Returns by fax are automatically read into a database which can then be loaded into DDIS, the system that keeps track of the item selections of individual libraries. Accuracy and timeliness are expected to improve through the use of this technology, which eliminates the need for manual processing.



## **Shortages in CD-ROM Publications**

Producers of CD-ROM publications occasionally deliver insufficient quantities of CDs to LPS to meet requirements for distribution to depository libraries. Shortages occur most often in the fall, when LPS begins distributing according to updated figures from the annual item selection update. The problem arises because many of the titles received were ordered months earlier, under the old and usually lower counts.

When a shortage occurs in a CD-ROM title, (or any other depository title) LPS attempts to obtain additional copies from the publishing agency or from GPO Sales Service, if it is for sale by the Superintendent of Documents. If copies are not available from these sources, LPS may "go back to press" for paper titles, but because of the extraordinary expense involved, this is usually not an option for CD titles. Re-pressing CDs is not only costly, but requires a significant amount of time.

Therefore, for CD products which cumulate frequently and supersede the previous discs, LPS will not go back to press to make up shortages. For other CD titles, LPS will go back to press only under extraordinary circumstances.





## New Classification Policy for Electronic Products

- Effective immediately, LPS will assign **separate class stems** to all **serial** publications in electronic format.
- Electronic publications that are **monographs**, whether in monographic series or not, will continue to be assigned the **same class stem** as monographs in other formats, with a designation slashed on to the end of the number to indicate their format.

In the past, LPS has used two approaches in assigning SuDocs classes to publications in electronic format (CD-ROM, floppy disk, etc.) that are also available to depositories in paper or microfiche.

In some cases, one class stem is used for titles in different formats:

E 3.1/2:	Annual Energy Review (MF)
E 3.1/2:	Annual Energy Review (diskettes)

The class for the electronic publication would end with **"/FLOPPY"** to distinguish it from the microfiche version:

E 3.1/2:993	Annual Energy Review, 1993 (MF)
E 3.1/2:993/FLOPPY	Annual Energy Review, 1993 (diskettes)

In other cases, unique classification stems have been assigned to each format:

E 3.37:	Performance Profiles of Major Energy Producers (P)
E 3.37/2:	Performance Profiles of Major Energy Producers (diskettes)

LPS staff considered several points in deciding on a consistent classification practice for electronic publications:

1. Publications in electronic format are often not exact replicas of the same titles in other formats. CDs and diskettes often contain additional data not found in the paper or microfiche format.
2. In contrast, microfiche publications are exact replicas of the paper versions.
3. The majority of publications in electronic format are serials, and current classification policy already mandates assigning separate class stems to serials.

Therefore, LPS policy will be to assign separate class stems to electronic publications in serial format.



## **New SIG and New File Library Added to Federal Bulletin Board**

A new SIG (Special Interest Group) has been added to the Federal Bulletin Board, free of charge. The SIG, called ITMNUMBR, will provide depository library staff with information about item numbers, such as listings of all microfiche item numbers and listings of item numbers that have been superseded.

The new file library, called WH\_HOUSE, contains reports and materials that the White House has made available for free on the Internet. Many of the files currently loaded into the file library contain the text of the Health Care Reform Plan. File libraries are contained in the File Library System of the Federal Bulletin Board. They may be accessed by entering "f" from the bulletin board main menu.

The Federal Bulletin Board phone number is (202) 512-1397. For assistance in accessing the bulletin board, call Tony Ford, the system operator, at (202) 512-1126.



## **Minneapolis Public Library's Centennial Catalog Now Available**

*[The following announcement was submitted by the Minneapolis Public Library.]*

In honor of its centennial as a depository in August, Minneapolis Public Library produced a catalog highlighting more than 100 distinguished documents. Wayne Kelley, Superintendent of Documents, referred to the catalog in his remarks, "The Future of the Depository Library in a Time of Change" (see Administrative Notes, v. 14, #20, 9/30/93).

A limited supply of the 27-page catalog is now available in paper copy. For a single paper copy, please send an 8.5 x 11-inch self-addressed stamped (\$0.75) envelope to:

Minneapolis Public Library - Govt. Documents  
300 Nicollet Mall  
Minneapolis, MN 55401-1992

For an electronic copy in WordPerfect 5.1, enclose a formatted diskette of your choice (5.25" or 3.5") along with a mailing label and first class postage of \$0.52.

Included in the catalog are annotations for **Saber Exercises** designed by Second Lieutenant George S. Patton in 1914 (SuDocs W 2.6/1:Sa 1); a 1943 public service brochure on mosquitoes thought to be the work of Dr. Seuss entitled **This is Ann, She's Dying to Meet You** (W 1.2:M 85); and the 1986 **Regulator's Handbook** (D 103.6/5:R 26/3) containing a map of the proposed site for a Powdermilk Biscuit Bakery in Lake Wobegon.



## Responses to Depository Library Council Recommendations From the Spring Meeting, 1993

1. Council agrees with the Acting Public Printer that meetings of the DLC should alternate between Washington, D.C., and other cities around the country. However, it is the opinion of Council that there is value to holding the spring Council meeting in Washington, D.C., in conjunction with the Federal Depository Conference and Library Legislative Day. Consequently, we recommend that the spring meeting remain in Washington, D.C., and that the fall meeting be "on the road." Airport "hub" cities, since they are easier and less expensive to get to, should be given first consideration as locations for road meetings.

**Response:** We concur with this recommendation, and will rotate the fall meeting of the Depository Library Council (DLC) to different locations around the country, in order to improve access and participation. The Federal Depository Conference will be held in Washington, D.C., on April 20-22, 1994 (Wednesday through Friday), with the spring Council meeting beginning on the following Monday, April 25 and continuing through April 27.

2. GPO should experiment with teleconferencing the next DLC meeting as a prototype for improving communications with depository librarians and other interested stakeholders unable to attend the meeting.

**Response:** We believe that resuming the rotation of the Council meetings to different locations outside of Washington, D.C., will improve communications, especially through informal, face-to-face interaction between various participants and attendees. Although we will not be teleconferencing the fall 1993 meeting, we are open to exploring this approach more fully with Council in the future.

3. Future Council meetings should be extended to at least 2 1/2 days and should include an open forum discussion by observers on the specific DLC topic for that meeting. The open forum should be moderated by a member of Council.

**Response:** We concur with this recommendation and will continue to work with the Chair of Council to develop the meeting in this manner.

4. Council strongly supports the appointment of more practicing documents librarians to the DLC than has been true in the recent past, but feels just as strongly that a balance must exist in the membership of Council between practicing librarians and other interested stakeholders.

**Response:** We concur with this recommendation and believe that this philosophy is reflected in the appointment of the new Council members, who will serve until September 1996.



5. An Operations Committee of Council should be established. The first charge of this committee would be to work with the GODORT Depository Operations Work Group (and other operations groups that might exist) to determine the best way to establish a single access point that libraries could contact for assistance with operational issues affecting the DLP.

**Response:** We have been working with the GODORT Depository Operations Work Group and welcome the establishment of a DLC Operations Committee.

6. Council strongly supports the short-term electronic goals of GPO (as articulated by the Superintendent of Documents....) with particular emphasis on the need for a real (and immediate) success in the online distribution of electronic information.

**Response:** We appreciate the support of the Council in our efforts to achieve a real and immediate success in the online distribution of electronic information. The GPO Access legislation (Public Law 103-40) was signed by the President on June 8, 1993. It requires GPO to make the **Congressional Record** and the **Federal Register** available online within 1 year of enactment. Work is proceeding to achieve this goal.

[This response is by necessity fluid. A status report will be given at the meeting.]

7. At a minimum, GPO should move into the electronic arena as defined in the GPO Access bills (H.R. 1328, S. 564), whether or not these bills become law. Inherent in this recommendation is that GPO would connect to the Internet and take the initiative in developing an online access program regardless of the outcome of these bills.

**Response:** As stated above, Public Law 103-40 was enacted on June 8, 1993. Council should be assured that the requirements for the GPO System of Access include accessibility through the Internet.

8. The type of software that was demonstrated before Council for the online **Congressional Record** is the kind of forward thinking, innovative software that we would like to see accompany all Congressionally produced electronic products. Council recommends that in instances where GPO has input into the level and quality of software that accompanies electronic products and services that this or similar level software be used.

**Response:** We appreciate the Council's enthusiastic response to the prototype of the online **Congressional Record**. The Graphic Systems Development Division (GSDD) at GPO has been working on the design specifications for an online system which would make available the **Congressional Record**, the **Federal Register**, and eventually other Government databases. The prototype which was demonstrated to the Council represents the quality of software that GPO intends to procure for the System of Access. The GPO Access software will be useable on CD-ROM, so it will be possible for GPO to generate CD-ROMs that have the same user

interface as the online service. Once software for the System of Access is procured, GPO will offer that software for other electronic products and services produced through GPO.

9. Council should work with the Coalition for Networked Information (CNI) and with GPO to optimize results from the Coalition's Access to Public Information Program (APIP). In particular, Council is interested in ensuring that results from the "Connectivity of Depository Libraries" initiative that is part of APIP help provide the answers necessary to determine the feasibility of "electronic depositories."

**Response:** We have been advised by the Coalition for Networked Information (CNI) that there has been little substantive progress on the "Connectivity of Depository Libraries" initiative since the Spring 1993 Council meeting. CNI will keep GPO informed concerning any future developments.

10. Council recommends a moratorium on the establishment of new depository libraries.

**Response:** The power to designate depository libraries is vested solely in members of Congress and in various specifically named territorial officials. Because the Public Printer has no authority to accept or reject these designations, unless the members or officials designate more libraries than 44 U.S.C. 1905 allows them to designate, the Public Printer can impose no moratorium.

11. Minimum technical requirements for existing depository libraries should be developed. In addition, it is the opinion of Council that libraries should be given a reasonable amount of time to meet these requirements. Failure to comply with these requirements after a reasonable period of time has passed should be treated as non-compliance, and a major infraction of the rules for depository libraries.

**Response:** The Library Programs Service (LPS) developed "minimal technical guidelines" for depository libraries in response to an earlier Council request. These guidelines were originally published in the August 31, 1991, issue of **Administrative Notes**, and updated versions appeared in the November 15, 1992, and September 15, 1993, issues. We agree with the spirit of this recommendation, that depositories should obtain sufficient computer hardware to provide access to the electronic information dissemination products being made available through the depository program. However, we believe that, at this time, compliance with these guidelines should be voluntary rather than mandatory. Making technical requirements mandatory may result in driving less prosperous libraries out of the program, resulting in underserved groups among the public.



12. The depository library community should be surveyed (with all deliberate speed) regarding potential interest in the following two ideas for short-term restructuring of the Depository Library Program:

- A) Basic Service Centers - a library could select a core collection but have no opportunity for other selections or changes. This would reduce overhead and maintenance for the library and reduce distribution costs for GPO.
- B) Cooperative regionals or multi-state regionals where the terms and conditions of being a regional are different from the current structure. For example, Regionals might not have to select 100 percent or might not be required to retain all material forever.

**Response:** Council took the initiative and prepared this survey. LPS assisted Council by reviewing the survey and distributing it in a regular depository shipment. We look forward to the report on the survey results at the Council meeting.

13. Council concurs with Mr. DiMario's reading of Congress that the bound Serial Set is a valuable resource tool for the depository community and should be available to all depositories wishing to select it. Council is willing to work with GPO to develop a less expensive method of producing this title.

**Response:** Binding operations are underway for the Serial Set for the 102d Congress, First Session, covering Calendar Year 1991. These volumes will be distributed to those depositories which have selected the Serial Set. Current House and Senate Reports and Documents are being printed in sufficient quantity to support future bound Serial Sets. However, the Serial Set continues to be the single most expensive product in the Depository Library Program. Printing and binding the Serial Set consumes nearly 12 percent of the funds available for all depository materials. The content of the bound Serial Set is distributed to depositories in either paper or microfiche format at the time of initial publication. We would welcome Council's advice on practical, cost-saving alternatives for producing this title.

14. Council supports the recommendation made by the Dupont Circle Group that the focus of the inspection program be changed to place more emphasis on education and training. In addition, Council believes that inspectors should rotate within GPO as ombudsman to communicate with libraries on depository issues.

**Response:** The Superintendent of Documents is required to "make firsthand investigation of conditions" in depository libraries to ensure that the libraries are able to meet their legal obligations to maintain and make freely accessible the information provided through the FDLP. In our program support role, we have incorporated elements of management consultation, education, and training into the legally-required depository inspection process. Program support, which extends the inspection program, promotes effective functioning of the Federal depository



library system as a whole and includes such efforts as the development of state plans, fostering cooperation among regional depositories and other network development activities. The Depository Services Staff is instrumental in most of LPS' continuing education and outreach efforts. However, if additional emphasis is to be placed on education and training, it will necessitate obtaining additional staff and funding resources.

Two stated goals of the Library Programs Service (LPS) have been: 1) to increase communication and improve LPS responsiveness to the needs of depository libraries, and 2) to clarify the roles of managers and supervisors in LPS. In order to move toward these goals, three Program Analyst positions have been created and filled. This action gives LPS increased capabilities to investigate and develop solutions for the complex issues and initiatives facing the Federal Depository Library Program, and to improve communications with the community.

The three new LPS analysts are Gil Baldwin, Michael Clark, and Jeff Axline. They bring a variety of backgrounds and experience to these new positions.

In particular, Mike Clark, who has been with LPS for 5 years, brings to his new position the unique perspective of a former depository library inspector and a former documents librarian. This experience enables Mike to represent the depository community's viewpoint and interests in the LPS decision-making process. Mike will act as an "ombudsman" for the Depository Library Program, communicating with depository libraries and library users and reviewing inquiries to identify problem areas. He will then work with LPS managers to develop and communicate solutions. Since so many concerns presently relate to acquisitions issues and inquiry processing, Mike's initial assignments will be in those areas.

Each of the three analysts can be assigned to a variety of different activities or projects, and together they form a rapid deployment force which can be concentrated where the need is greatest. This analytical team fills a long-standing need in the LPS organization, that of freeing up the line managers to concentrate on their operational roles.

15. GPO should explore the feasibility of distributing hardware to depository libraries to use electronic products. While this would probably require a revision to Title 44, long-term cost-savings by a "wholesale switch" to electronic distribution rather than traditional paper format would give credibility to this alternative.

**Response:** An opinion of the GPO General Counsel, issued on March 25, 1991, concerning "'Cost Sharing' for the Dissemination of Government Information in Electronic Formats," concluded that

GPO is obligated to pay the costs of conveying that Government information to the depository libraries in an electronic format or in such other format(s) as may be produced and made available under the Program. This would include the payment of telecommunication costs

for the transmission of on-line publications when published only in that format.

While the opinion does not discuss the issue of hardware, it observed "[t]he Depository Library Program was not intended and has not operated to fill the totality of the depositories' needs for Government information." Accordingly the opinion concluded that the GPO's obligation to assist the depository libraries with accessing on-line electronic Government information "may be limited, and must be viewed in the context of available funds and program priorities, as determined by [GPO, the Joint Committee on Printing] and the Congressional Appropriations Committees."

Consistent with this previous opinion, having paid for transmitting the electronic Government information to a depository library, GPO is not obligated to provide terminals for users. However, if funds were available for this purpose, and if the necessary Congressional authorization and appropriation authority were obtained, GPO could furnish terminals to the depository libraries.

We believe, though, that should GPO begin to furnish computer hardware or other equipment to depository libraries, this action would fundamentally alter the nature of the relationship between a depository library and the Government. Historically, libraries have accepted responsibility for investing in space, staff, and equipment at levels which are adequate to ensure public service in return for receiving Government information free of charge. In light of this, and current and past funding conditions, our inclination is to maintain the current policy, as stated in Chapter 6 of the *Instructions to Depository Libraries*, that "each depository must provide sufficient equipment for the public to read electronic depository materials, and be sufficiently equipped to ensure immediate access to depository holdings regardless of format." Should Council's advice be to pursue this issue, we will be open to further discussion.

16. GPO should solicit letters from Ken Rogers (Department of Commerce) and Phyllis Christenson (GAO) regarding the value of the Federal Depository Conference to agencies, either as vendor demonstrators or presenters at the conference. Letters would go to the Federal Publishers Committee and other appropriate organizations for distribution to Federal agencies.

**Response:** The next Federal Depository Conference will be held on April 20-22, 1994, in Washington, D.C. Based on input from the depository community and the evaluation comments of attendees at the 1993 Conference, a different approach is being taken to planning the next Conference. The 1994 Conference agenda is being developed by a group of depository librarians, and LPS is serving as the facilitator for the Conference plans developed by these volunteers. Given the changes in the Conference planning strategy, we did not solicit letters from Mr. Rogers and Ms. Christenson.



17. Should a stakeholders conference on the restructuring of the Depository Library Program be held, it is the strong opinion of Council that GPO should be an active participant.

**Response:** Three GPO personnel will attend the Conference on the Future of Government Information. We will also attend future stakeholders' conferences as observers and as resource persons.



## Readers Exchange

### DOCLIST: A Computerized Documents Shelflist

By Patrick M. Yott

The Depository Library Program has long insisted that every item received on deposit be shelflisted. While this was once a routine task for most libraries, the increasing quantity of materials deposited and the simultaneous increase in the cost of processing has led many to seek alternative solutions. Shelflisting in the Documents Department at the University of New Hampshire Library has taken on various forms over time. We believe that we have finally created a shelflist that meets the GPO requirements as well as our staff and time constraints.

Prior to the founding of the Government Documents Department in 1968 by Frank Adamovich, documents were integrated into the general collection and received processing similar to purchased items. Once the Documents Department was established, a separate shelflist was maintained by the department's staff. This shelflist was similar in nature to the main shelflist, with a card prepared for every unique title. Over time, however, it became impossible to produce cards for each item, and a serial shelflist was instituted. While this improved our processing efficiency, only non-Cuttered materials were included, thus ignoring a large portion of the collection. A new approach was needed.

This new approach was realized in the summer of 1993 with DOCLIST, a computerized shelflist.

Using dBASE 3+, I wrote a series of interconnected programs that automate shelflisting, inventory control, and label production. The choice of dBASE was based on several factors - its power and flexible programming abilities, my own familiarity with the software, the possibility of sharing the programs with other libraries using dBASE or clones, and the potential for easily integrating electronic shipping lists with the program. Also, many depositories that receive Census CDs will probably already have purchased a copy of the software.

DOCLIST is constructed around a single database file structured as follows:

FIELD	TYPE	WIDTH
Location	Character	10
SuDoc_Stem	Character	20
Cutter	Character	30
Format	Character	5
Ship_list	Character	10
Received	Date	8

We are currently adding records to the database manually. Because of this, I decided to omit a title field, as it would require more time to enter a record with a title than we had been spending on the serial shelflist. My assumption was that once electronic shipping list data became available from GPO, the title field would be added, as well as an item number variable.

While any number of indexes may be constructed, I am currently only using one - indexing the SuDoc\_Stem and Cutter fields. (dBASE command: index on SuDoc\_Stem+Cutter to sudoc.) This index is key to locating items in the shelflist. At future dates, it may be appropriate to create indexes on other fields (especially shipping list number and item number, if added).

## The Program

Once the program has been invoked, the following menu will appear.

DOCUMENTS DEPARTMENT

SHELF LIST

- |                   |                           |
|-------------------|---------------------------|
| 1. Add an Item    | 4. Browse the Shelves     |
| 2. Print Labels   | 5. Reindex the Shelf list |
| 3. Print a Report | 6. Pack the Shelf list    |

Select an Option - Q to quit



**1. Add an Item**

This choice is currently configured for manual inputting of data. When this choice is made, the program calls a subroutine called "LISTNO" which prompts the user for the shipping list. Until the user terminates this session, the shipping list number will be automatically added to all records. Once the user has entered the shipping list number (we also use DocEx, Mail, and Sales designations), "LISTNO" calls a second routine called "ADD". "ADD" prompts the user for the SuDoc\_Stem, Cutter, and Format information. It automatically inserts the date and the location into the record.

**2. Print Labels**

Choosing item 2 will print labels for a given shipping list. The label format will obviously depend on the available labels and label printing equipment. When the program is activated, the user is prompted for a shipping list number, and then prints labels for that list only.

**3. Print a Report**

I have added this function to provide the facility for producing printed lists of holdings by SuDoc\_Stem. The report produced details the SuDoc\_Stem, Cutter, Format and Date, and can be used for collection inventory.

**4. Browse the Shelves**

Menu choice 4 invokes the "BROW" program, and permits the user to scan the records clustered around a given SuDoc classification. If a given SuDoc is not in the system, the user is notified and given the choice of trying again. Also, if the user hits enter without previously entering a SuDoc, the computer politely makes note of that and gives the user a chance to try again.

**5. Reindex the Shelflist**

As records are added to the database, they are not automatically indexed. (I originally programmed the database to index each new record, but I found that it significantly slowed down the speed of the "ADD" program.) The indexing procedure may take some time (depending on the size of the database), and may be best done as a closing procedure.

**6. Pack the Shelflist**

During routine maintenance, users may wish to delete records (such as records for the 12 separate monthly issues when a volume is bound). A deleted record remains in the database until the database is packed. This routine will also remove any blank records that may have been created during the "ADD" program.

Upon exiting from any of these routines, the user is taken back to the main menu.

**The Programming**

The code for DOCLIST is relatively rudimentary, and invites improvements.

## DOCLIST

```

****DOCLIST.PRG****
****FRONT END INTERFACE FOR THE SHELF LIST****
set status off
set scoreboard off
set talk off
set bell off
set echo off
SET HEADINGS OFF
SET COLOR TO W/B,B/W,G
use shelf
STORE " " TO mChoice
DO WHILE UPPER(Mchoice) <> "Q"
clear
@2,0 TO 23,79 DOUBLE
@4,29 TO 6,48 DOUBLE
@1,17 TO 3,65
@7,3 TO 20,37
@7,39 TO 20,76
@2,18 SAY "      DOCUMENTS DEPARTMENT -- DIMOND LIBRARY      "
@5,35 SAY "SHELF LIST      "
@8,5 SAY "[1]      ADD AN ITEM"
@11,5 SAY "[2]      PRINT LABELS"
@14,5 SAY "[3]      PRINT A REPORT"
@8,41 SAY "[4]      BROWSE THE SHELVES"
@11,41 SAY "[5]      REINDEX THE SHELF LIST"
@12,41 SAY "      THIS MAY TAKE SOME TIME!"
@14,41 SAY "[6]      PACK THE SHELF LIST"
Mchoice=SPACE(1)
DO WHILE .T.
@22,20 SAY "SELECT AN OPTION - Q TO QUIT";
      GET mChoice
READ
DO CASE
CASE mChoice="Q" .or. mChoice="q"
QUIT
CASE mChoice="l"
DO LISTNO
EXIT
CASE mChoice="2"
DO LAB
EXIT
CASE mChoice="3"
DO REPT
EXIT
CASE mChoice="4"
DO BROW
EXIT
CASE mChoice="5"
DO REIND
EXIT
CASE mChoice="6"
DO PCK
EXIT
ENDCASE
ENDDO

```



```
ENDDO
RETURN
```

### LISTNO

```
*****LISTNO.PRG*****
```

```
*****ACCEPTS THE SHIPPING LIST AND INPUTS IT INTO THE ADD.PRG
MODULE*****
set status off
@4,27 SAY "SHELF LIST INPUT FORM"
ACCEPT "SHIPPING LIST NUMBER" TO mList
DO ADD
RETURN
```

### ADD

```
*****ADD.PRG*****
*****ADDS RECORDS FROM A SINGLE SHIPPING LIST*****
SET STATUS off
USE SHELF
STORE "Y" TO mContinue
STORE DATE() TO today
STORE "DOC" TO where
DO WHILE UPPER(mContinue)="Y"
  CLEAR
  APPEND BLANK
  @4,27 SAY "SHELF LIST DATA ENTRY FORM"
  @12,8 SAY "SuDoc_Stem:"
  GET SUDOC_STEM
  @14,8 SAY "Cutter:";
  GET CUTTER
  @16,8 SAY "FORMAT:";
  GET FORMAT
  REPLACE RECEIVED WITH TODAY
  REPLACE LOCATION WITH WHERE
  REPLACE SHIP LIST WITH mList
  @1,0 to 19,79 DOUBLE
  @3,24 to 5,53
  READ
  @20,20 SAY "DO YOU WANT TO ADD ANOTHER RECORD?"
  @22,20 SAY "TYPE [N] TO RETURN TO MAIN MENU-";
  GET mContinue
  READ
ENDDO
clear
RETURN
```

### LAB

```
*****LAB.PRG*****
*****PRINTS CALL NUMBER LABELS FOR A GIVEN SHIPPING LIST*****
SET STATUS OFF
CLEAR
STORE "Y" to mContinue
DO WHILE UPPER(mContinue)="Y"
  @4,27 SAY "DOCUMENTS LABELING PROGRAM"
  @8,27 SAY "PLEASE ENTER THE SHIPPING LIST NUMBER"
  ACCEPT "SHIPPING LIST NUMBER:" TO mList
```

```

LABEL FORM C:DOCS FOR SHIP_LIST=mList to prin
CLEAR
@20,20 SAY "DO YOU WANT TO PRINT MORE LABELS?"

@22,20 SAY "TYPE [N] TO RETURN TO MAIN MENU";
GET mContinue
READ
ENDDO
CLEAR
RETURN

```

### REPT

```

****REPT.PRG****
****PRINTS HOLDINGS REPORTS FOR SUDOC_STEMS****
SET STATUS OFF
STORE "Y" TO mContinue
DO WHILE UPPER (mContinue)="Y"
    ACCEPT "SUDOC STEM ?" TO mNumb
    report form c:doclist for sudoc_stem=mNumb to prin
    @20,20 SAY "DO YOU WANT TO PRINT ANOTHER REPORT?"
    @22,20 SAY "TYPE [N] TO RETURN TO MAIN MENU";
    GET mContinue
    READ
ENDDO
clear
RETURN

```

### BROW

```

****BROW.PRG****
****ALLOWS THE USER TO BROWSE THE SHELF LIST****
set status off
CLEAR
use shelf index sudoc
STORE "Y" to mContinue
DO WHILE UPPER(mContinue)="Y"
@4,27 SAY "SHELF LIST INQUIRY FORM"
accept "Enter SuDoc Number Here: " TO mSudoc
find "&mSudoc"
IF "" = TRIM(mSudoc)
    CLEAR
    @ 4,10 SAY "YOU FORGOT TO ENTER A SUDOC!"
ELSE
IF FOUND()
    clear
    @1,10 SAY "WE HAVE THESE ITEMS:"
    wait
    browse
    ELSE
    @15,10 SAY "SORRY, THAT ITEM IS NOT IN OUR COLLECTION."
ENDIF
ENDIF
@20,20 SAY "DO YOU WANT TO LOOK FOR ANOTHER ITEM?";
GET mContinue
READ
CLEAR

```



```
ENDDO
CLOSE ALL
```

```
RETURN
```

# REIND

```
****REIND.PRG****
****REINDEXES THE ENTIRE SHELF LIST****
****SHOULD BE DONE WEEKLY****
CLEAR
@15,25 SAY "REINDEXING SHELF LIST"
@20,25 SAY "PLEASE STAND BY"
@22,25 SAY "I'M WORKING AS FAST AS I CAN"
USE SHELF INDEX SUDOC
REINDEX
CLOSE ALL
RETURN
```

# PCK

```
use shelf
delete for Sudoc_Stem=" "
pack
return
```

We began using DOCLIST in June, 1993. By September 1, 1993, we had created 10,000 shelflist records, including a large microfiche backlog. This program has become a regular component of our processing routine, and I plan on developing a module that will allow us to convert our paper shelflist as well.

I would be glad to share this program with anybody who would like try it (please send a disk), and welcome any comments on improving it as well.

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# Classification/Cataloging Update

November 2, 1993

1993-17

Item #	Class #	Shipping List #	Title	Change
0076-J	A 67.18: SUPP. 4-89	92-0697-M	World Grain Situation and Outlook, Circular Series Supplement 4-89	Change class to: A 67.18: FG-SUPP. 4-89
0076-J	A 67.18: SUPP.4-92	Unknown	World Tobacco Situation SUPP. 4-92	Change class to: A 67.18:FT-SUPP.4-92
0110-A	A 82.82/2:C 82/2	92-0679-P	ASCS Commodity Fact Sheet, Upland Cotton, Summary of 1992 Support Program and Related Information	Change class to: A 82.82/2:UP 4/992
0142-A	C 3.158/2: M 3-1-(93)-7	93-0568-P	Advance Report on Durable Goods, Manufacturers; Shipments and Orders	Change class to: C 3.158:M 3-1-(93)-7
0154-C	C 3.277:AG 8/ 987/CD/SPEC.	92-0003-E	Agriculture Specialty Publications and the 1987 Public Use Files (CD)	Change class to: C 3.277: AG 8/2/987/CD
0154-C	C 3.277:AG 8 /987/CD/ SPEC./993	92-0029-E	Agriculture Specialty Publications and 1987 Public Use Files, 2nd issue June 1993 (CD)	Change class to: C 3.277: AG 8/2/987/CD/993
0154-C	C 3.277:AG 8/ 987/DOC.	93-0003-E	Agriculture Specialty Publications and 1987 Public Use Files on CD-ROM, Tech. Doc.	Change class to: C 3.277: AG 8/2/987/DOC.
0325	D 101.2:AR 5/34	93-0415-P	USA, Univ. of South Alabama, Army ROTC	Change class to: D 101.2:AR 5/29
0455-B-10	ED 1.49/3:1/1	93-0441-P	Workplace Network News, Spring 1993	Change class to: ED 1.49/3:993/SPR.
0466-A-03	ED 1.310/2: 023240	92-1733-M	The Guidance Counselor's Role in Ensuring Equal Educational Opportunity	Change class to: ED 1.310/2:329869
0473-B-01	EP 5.2:R 31	93-1045-M	Registration Eligibility Document (RED): Iron Salts	Change class to: EP 5.2:IR 6
0483-E-01	EP 4.2:N 73	93-1045-M	Costs of Particulate Matter Controls for Nonfossil Fuel Fired Boilers (EPA-450/3-83-004)	Change class to: EP 4.2:N 73/2



# Classification/Cataloging Update

November 2, 1993

1993-17

Item #	Class #	Shipping List #	Title	Change
0483-E-01	EP 4.2:R 26/3	93-1045-M	Economic Impact Analysis of Regulatory Controls in the Dry Cleaning Industry	Change class to: EP 4.2:D 84
0508-V	HE 20.3624: 993/5/5/ V.1-2/PACK.	93-0031-E	Entrez: Sequences, Release 7.0, v. 1 & 2, Oct. 1993	Change class to: HE 20.3624: 993/5/V.1-2/PACK.
0516	HE 3.2:J 87/ SPANISH	92-0447-P	Jubilacion	Change class to: HE 3.2:R 31/15/ 992-2/SPAN.
0718-A-12	J 28.3/4:1/2	93-0408-P	Drug Night Courts: How Feasible Are They? Assessing Cook County's Example	Change class to: J 26.32:1/2
0768-B-09	L 2.122/9: M 58/992	93-0375-P	Occupational Compensation Survey: Pay Only, Miami-Hialeah, FL. Metro Area, Dec. 1992	Change class to: L 2.121/9:M 58/993
0831-B-04	NF 2.8/2-32:994	93-0517-P	International, Application Guidelines for Fiscal Year 1994	Change class to: NF 2.8/2-35:994
0931-A-09	TD 5.59:992/11	92-0248-P	Women in the Coast Guard, Winter 1992	Change class to: TD 5.59:992/1
0956-J	T 22.2/15: 6149/992	93-0160-P	Calendar Year Return Projections for Districts: 1992-1999, Document 6149	Change class to: T 22.2/13:992-999
0982-D-01	TD 8.2:V 53/36	93-1022-M	Vehicle Dynamic Stability and Rollover	Change class to: TD 8.2:V 53/37
0982-D-03	TD 8.8:H 36	93-0538-P	How to Identify Unsafe Motorcycle Helmets, Oct. 1992	Change class to: TD 8.8:M 85/9
1062-C	Y 3.C 76/3: 2 P 75/7	Paper Unknown	Locked Up Poisons Prevent Tragedy (Aug. 1981)	Change class to: Y 3.C 76/3:2 P 75/2/981
1062-C	Y 3.C 76/3: 2 P 75/7/993	93-0485-P	Locked Up Poisons Prevent Tragedy (Rev. 1993)	Change class to: Y 3.C 76/3:2 P 75/2/993
1063-K-2	Y 3.P 31: 2 F 33/3/994-95	93-0526-P	Fellowships for Professionals and Scholars 1994-95, Application Forms & Information	Change class to: Y 3.P 31:13/F 33/994-95

## Classification/Cataloging Update

November 2, 1993

1993-17

Item #	Class #	Shipping List #	Title	Change
1091-A	Y 3.EL 2/3: 2 D 62	93-0586-P	DAP, Online Computer Access to Federal Campaign Finance Records, 1993	Change class to: Y 3.EL 2/3:2 D 62/2
1091-A	Y 3.EL 2/3:2D 62	unknown	DAP, Federal Election Commission Direct Access Program	Change class to: Y 3.EL 2/3:2 D 62

## Separate Paper Shipping Lists

October 29, 1993

1993-06

Shipping List #	Shipping List Date	Distribution Date
93-572-P	10-06-93	10-07-93
93-576-P	10-06-93	10-07-93
93-583-P	10-08-93	10-11-93
93-590-P	10-12-93	10-13-93
93-590-P	10-12-93	10-13-93
93-596-P	10-14-93	10-15-93
93-599-P	10-15-93	10-18-93
93-604-P	10-18-93	10-19-93
93-609-P	10-19-93	10-20-93
93-613-P	10-21-93	10-22-93
93-618-P	10-25-93	10-26-93



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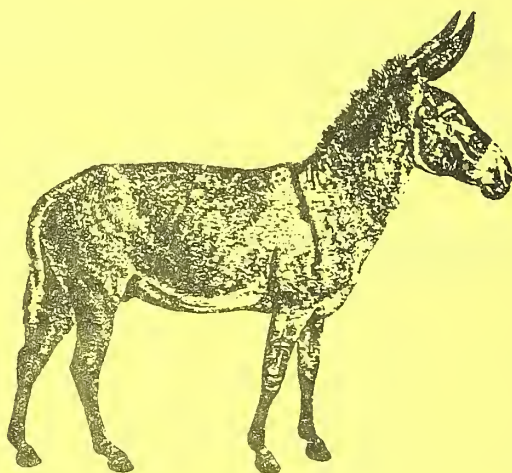
### GPO/LPS Fax Numbers

Inquiry Forms	202-512-1636
Claims	202-512-1429
Telefax Surveys	202-512-1625
Director's Office, Other	202-512-1432



## Table of Contents

Administrative Notes to Split in Two in 1994 . . . . .	1
Special Fax Line Reserved for Inquiry Forms . . . . .	1
LPS Inaugurates New Item Surveys by Fax . . . . .	2
Shortages in CD-ROM Publications . . . . .	2
New Classification Policy for Electronic Products . . . . .	3
New SIG and New File Library Added to Federal Bulletin Board . . . . .	4
Minneapolis Public Library's Centennial Catalog Now Available . . . . .	4
Responses to Depository Library Council Recommendations From the Spring Meeting, 1993 . . . . .	5
Readers Exchange: DOCLIST: A Computerized Documents Shelflist . . . . .	11
Classification/Cataloging Update: 1993-17 . . . . .	18
Separate Paper Shipping Lists: 1993-06 . . . . .	20
Please Post the GPO/LPS Fax Numbers by Your Fax Machine . . . . .	21



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